

Invitation of tender from consulting agencies for undertaking

**Ref.No.10981/Q1/2019**

**“Study on the feasibility to establish  
aquaculture parks in the State”**

**February, 2020**

**Department of Fisheries,**

3<sup>rd</sup> Floor, Integrated office  
complex for Animal Husbandry  
and Fisheries,

Nandanam, Chennai-35

**LETTER OF INVITATION  
Government of Tamil Nadu,  
Department of Fisheries**

**18<sup>th</sup> FEBRUARY, 2020**

Dear Sir/Madam,

The Department of Fisheries, Tamil Nadu invites sealed tender from consulting agencies for undertaking a **"To Study the feasibility to establish aquaculture Parks in the State"**.

The tender Document containing the details of qualification criteria, submission requirement, brief objective and scope of work and method of evaluation etc., are enclosed.

The tender Document is also available in the Fisheries Department website [www.fisheries.tn.gov.in](http://www.fisheries.tn.gov.in) and also in [www.tenders.tn.gov.in](http://www.tenders.tn.gov.in)

The last date for submitting the tender documents to the undersigned is on or before **28<sup>th</sup> February, 2020, upto 03.00 PM.**

**Director of Fisheries,  
3<sup>rd</sup> Floor, integrated office complex for  
Animal Husbandry and Fisheries,  
571, Anna Salai, Nandanam, Chennai- 35**

Queries regarding the tender should be provided in writing to the Director of Fisheries, at the above mentioned address by post or by e-mail: to [hofisheriesq@gmail.com](mailto:hofisheriesq@gmail.com) and [coffisheries@gmail.com](mailto:coffisheries@gmail.com)

<b>S.No.</b>	<b>Critical Dates</b>	<b>Date</b>	<b>Time</b>
1.	Publishing Date	14.02.2020	
2.	Tender Submission End Date	28.02.2020	03.00 PM
3.	Tender (Technical) Opening Date	28.02.2020	03.30 PM

Encl: Tender Document

Sd/-xxxx

**Director of Fisheries**

# **"To Study the feasibility to establish aquaculture Parks in the State".**

## **1. Background**

Tamil Nadu has an estimated area of 56,000 ha brackishwater resources estuaries, backwaters and creeks. This State is one among the leading exporters of seafood, with the export of marine products of 1,02,466 Tonnes and has earned a foreign exchange of 4720.84 crore during 2017-18.

## **2. Need for the feasibility studies**

In Tamil Nadu, Brackishwater/coastal aquaculture sector is mostly identical with land based shrimp farming operations being taken up in private patta lands in 11 coastal districts with a total farming area of 6207.742 ha which are presently under shrimp aquaculture.

## **3. Problem to be addressed**

There is plenty of waste unutilised fallow land unsuitable for other purposes in the coastal districts of Tamil Nadu which need to be utilised for proper growth and development of the State. A road map for development of coastal/brackishwater aquaculture in the State is needed to expand the brackish water aquaculture sector by increasing the farming area shrimp production.

## **4. Objective of the proposed Study:**

The objective of the proposed study is

- a. To undertake feasibility studies on developing brackishwater aquaculture in the coastal districts of Tamil Nadu
- b. Identifying high potential zones with requisite hydro biological and physic chemical parameters for undertaking brackishwater aquaculture as per the prevailing act and rules.
- c. To record the revenue details of the unutilized waste fallow lands that are suitable for aquaculture and will be grouped as different clusters in each district.

- d. To create a land bank in each coastal districts with particulars such as extent of land available in each cluster lands, present usage, ownership, land classification.
- e. Creation of a roadmap to coastal Aquaculture Development in a phased manner with necessary infrastructure facilities required.

The study will focus on identifying various potential areas suitable for aquaculture in the coastal districts of Tamil Nadu.

### 5 . Tender Schedule

1.	Tender Inviting Authority Designation and Address	Director of Fisheries, Integrated Office complex for Animal Husbandry and Fisheries, 571, Anna Salai, Nandanam, Chennai – 600 035 Ph: 044-24321927 / 24336311, Fax : +91-44-24335585 e-mail:coffisheries@gmail.com Website: www.fisheries.tn.gov.in
2	Name of the Work	<b>"To Study the feasibility to establish Aquaculture Parks in the State".</b>
3	Place of study	Coastal Districts of Tamil Nadu
4	Availability of Tender Document	On all working days between 10.00 AM and up to 5.00 PM from the address mentioned in serial no.1 on payment of fees mentioned in serial No 5. Alternatively, Tender documents can be downloaded at free of cost from <b>www.fisheries.tn.gov.in</b> and <b>www.tenders.tn.gov.in</b>
5	Cost of Tender Document	INR 1,000/- (Rupees one thousand only) by Demand Draft drawn in favor of <b>Director of Fisheries</b> from any Nationalized Bank payable at Chennai, taken after the date of issue of tender for purchase from the Directorate of Fisheries, Nandanam, Chennai-35. The Tender Document fee is not applicable for the downloaded Tender document.

6	Tender submission	Tender in duplicate comprising of Technical bid and Financial bid along with the other documents viz., Earnest Money Deposit (EMD) of <b>Rs.18,000 (Rupees eighteen thousand only)</b> by Demand Draft drawn in favor of <b>Director of Fisheries</b> from any Nationalized Bank payable at Chennai, taken after date of issue of tender, along with all necessary documents as mentioned in this tender document should be submitted. Tenders received after the due date and time will be summarily rejected.
7	Due Date, Time and Place of submission of Tender	<b>28.02.2020 at 3.00 PM</b> at the address mentioned in Serial no.1 above. The Department of Fisheries reserves the right to extend the bid submission date or cancel the tender in the best interest of the department.
8	Bid Validity	90 days initially and any extension of date will be the sole discretion of the Department of Fisheries.

- i. The Bidders who have downloaded the tender documents should declare that no corrections or alterations have been made in the tender document.
- ii. The Tender documents obtained from Department of Fisheries **are not transferable.**
- iii. The Eligibility criteria and other terms and conditions as per the tender documents have to be strictly adhered.
- iv. The Tender accepting Authority has the right to reject any or all bids received without assigning any reasons thereof.

#### **6. Instructions to the Bidders- General**

- a) The Bidders should examine all the instructions, terms and conditions and specifications given in the Tender. Failure to furnish all the required information in every respect will be at the Bidder's risk and may result in the rejection of bid.
- b) It will be imperative for each Bidder to familiarise himself/

themselves with the prevailing legal situations for the execution of contract. The Department of Fisheries shall not entertain any request for clarification from the Bidders regarding such legal aspects of submission of the Bids.

- c) It will be the responsibility of the Bidders that all factors have been investigated and considered while submitting the Bids and no claim whatsoever, including those of financial adjustments to the contract awarded under this tender, will be entertained by Department of Fisheries. Neither, any time schedule nor financial adjustments arising thereof, shall be permitted on account of failure by the Bidders to appraise themselves.
- d) The Bidders shall be deemed to have satisfied themselves fully before Bidding as to the correctness and sufficiency of their Bid for the price quoted in the Bid, to cover all obligations under this Tender.
- e) It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost in the Tender by the Bidder will be permitted throughout the period of Agreement or throughout the period of completion of contract including extended period, whichever is later on account of any reasons whatsoever.

## **7. Clarifications in the Tender**

A Bidder requiring any clarification in the Tender may notify the Director of Fisheries by letter or e-mail to [coffisheries@gmail.com](mailto:coffisheries@gmail.com) and [hofisheriesq@gmail.com](mailto:hofisheriesq@gmail.com) super scribing **query for the study on the feasibility to establish aquaculture Parks in the State**".

## **8. Amendments to the Tender**

- a) Before closing of the Tender, clarifications and amendments, if any, will be notified in the websites mentioned earlier. The Bidders should periodically check for the amendments or corrigendum or information in the websites till the closing date of this Tender. The Department of

Fisheries will not make any individual communication and will in no way be responsible for any ignorance pleaded by the Bidders.

- b) No clarifications would be offered by Department of Fisheries within 48 hours prior to the due date and time of opening of the Tender.
- c) Before the closing of the Tender, Department of Fisheries may amend the Tender document as per requirements or wherever such amendments are felt absolutely necessary.
- d) Amendments to the Tender Document, if required may also be given in response to the queries by the prospective Bidders
- e) Such amendments will be notified in the websites mentioned in the tender schedule.
- f) Department of Fisheries at its discretion may or may not extend the due date and time for the submission of bids on account of amendments.
- g) Department of Fisheries is not responsible for any misinterpretation of the provisions of this tender document on account of the Bidders' failure to update the Bid documents on changes announced through the website.

### **9. Language of the Bid**

The bid prepared by the Bidders as well as all correspondences and documents relating to the bid shall be in English only.

### **10. Bid Currency**

Prices should be quoted in Indian Rupees (INR) only and Payment shall be made in Indian Rupees only.

### **11. Contacting Tender Inviting Authority**

- a) Bidders shall not make any attempts to establish unsolicited and unauthorized contact with the Tender Inviting Authority or any of the officials of the Tender Inviting Authority, committees formed for the purpose of this tender or Tender Accepting Authority after the opening of the Tender and prior to the notification of the Award and

any attempt by any of the Bidders to bring extraneous pressure on the Tender Accepting Authority and / or the Officials of Department of Fisheries shall be the sufficient reason to disqualify the Bidders.

- b) Bidders shall observe the highest standard of ethics during the evaluation and execution of study and the Department will reject a proposal for award, if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- c) Notwithstanding anything mentioned above, the Tender Inviting Authority or the Tender Accepting Authority may seek bonafide clarifications from Bidders relating to the tenders submitted by them during the evaluation of tenders.

## **12. Force Majeure**

Neither Department of Fisheries nor the Successful Bidders shall be liable to the other for any delay or failure in the performance of their respective obligations due to causes or contingencies beyond their reasonable control such as:

- a) Any act like lightning, earthquake, landslide, etc., or other events of natural disaster of rare severity.
- b) Meteorites or objects falling from aircraft or other aerial devices, travelling at high speeds.
- c) Act of war (whether declared or undeclared), threat of war, invasion, armed conflict or act of foreign enemy

## **13. Arbitration**

- a) Any dispute or difference whatsoever arising between the parties to the Agreement out of or relating to the study, meaning, scope, operation or effect of the Agreement or validity of the breach thereof, which cannot be resolved through negotiation process, shall be referred to a sole



Arbitrator to be appointed by the Director of Fisheries. The Arbitration shall be held in Chennai, India and the language shall be English only.

- b) Subject to the above, the Courts at Chennai only shall have jurisdiction in this matter

**14. Earnest Money Deposit (EMD):**

- 1) An Earnest Money Deposit of **Rs.18,000 (Rupees eighteen thousand only)** shall be paid along with the Technical Bid by way of Demand Draft obtained from a Nationalized Scheduled Bank drawn in favour of the Director of Fisheries, payable at Chennai. **Bank Guarantee towards EMD will not be accepted.** No exemption in EMD will be entertained. The Earnest Money Deposit amount of the unsuccessful Tenderers will be returned after the award of the Contract pursuant to the selection of the successful tenderer and on written request from the unsuccessful tenderer. The Earnest Money Deposit amount held by the Department of Fisheries will not fetch any interest until it is refunded to the unsuccessful tenderers.
- 2) The Earnest Money Deposit amount of the successful tenderer will not be adjusted against the Security Deposit (SD) payable for successful execution of the Contract and will be returned only after successful completion of the contract.
- 3) Any tender not accompanied by Demand Draft towards Earnest Money Deposit shall be summarily rejected by the Department of Fisheries.
- 4) The Earnest Money Deposit amount shall be forfeited :
  - a) If the tenderer withdraws the tender after opening of Technical Bid during the validity period specified in the tender document
  - b) in the case of a successful bidder, if the bidder fails to sign the agreement or to remit the Security Deposit within the specified time limit.

## 15. Terms of Reference

The detailed Terms of Reference are enclosed in **Annexure-1**.

## 16. Corrigendum/addendum to the Bids

Any Corrigendum/addendum to the bids shall be given if necessary only in the website **www.fisheries.tn.gov.in** and **www.tenders.tn.gov.in** and it is the responsibility of the bidders to check the website for any corrigendum and the Department will not be responsible for any lapses on observation on the part of the bidders.

## 17. Pre-Qualification Criteria:

The bidders must fulfill the following eligibility conditions and also submit documentary evidences in support of fulfilling these conditions. Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be summarily rejected and will not be evaluated.

<b>S. No.</b>	<b>Pre-qualification Criteria</b>	<b>Supporting Compliance document with necessary attestation</b>
1.	The applicant shall be an individual firm/company partnership/proprietorship firm/ consortium registered under the Indian Companies Act, 1956/the partnership Act, 1932 and who have their registered offices in India/ Tamil Nadu. Central / State Fisheries Research Institutes / State Agriculture Universities (SAU) undertaking Fisheries Research & Studies especially brackish water Aquaculture in Tamil Nadu.	Copy of Certificate of incorporation and Partnership Deed.

2.	The applicant shall be an individual firm/company partnership/proprietorship firm/ consortium should submit the audited balance sheet for three consecutive years 2017 (2017-18 & 2018-19)	Format- VII to be certified & validated by Chartered Accountant (CA) of the Applicant's organization
3.	The applicant should have an annual turnover of Rupees 25 Lakh in each of the last 3 consecutive Financial Years (FY 2016-2017, 2017-18 & 2018-19) from only consultancy Services rendered in India.	CA certified document with name of CA registration number, signature and stamp
4.	The applicant shall have experience in the field of conducting feasibility studies in brackishwater aquaculture and should have completed minimum two consultancy services for Central / State Govt / Private sector within India/ to other countries in last three years.	Copy of Work Order / Contract with authentication of the concerned authority for completion of service
5.	The applicant should have experts/ staff for conducting the feasibility studies as per the TOR.	Certificate by Statutory Auditor or Company Secretary of the applicant's organization to be attached.
6.	The applicant should not have been blacklisted by any Central Govt./State Govt./PSU/Govt. Bodies	Undertaking signed by the Authorized signatory
7.	PAN No. / Service Tax Registration Certificate	Copy of Certificate to be enclosed

**18. Evaluation criteria for pre qualification and method of evaluation:**

- a) Screening shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b) Agencies will be evaluated for short listing *inter alia* based on their past experience of handling similar type of project, strength

of their man power, financial strength of firm and presentation / proposal to the selection committee, if taken, whose decision will be final.

- c) Agencies who qualify as per the eligibility conditions will be provided a brief about the relevant schemes of the Department of Fisheries.
- d) Department of Fisheries will take up references and reserves the right to pay due heed to the applicants' performance elsewhere and any past experience from Department of Fisheries.

### **19.Submission of Tender**

The applicants are expected to examine all instructions, forms, terms and other details in the tender document carefully. Failure to furnish complete information as mentioned in the Tender document or submission of a proposal not substantially responsive to the Tender documents in every respect will be at the applicant's risk and may result in rejection of the proposal.

Tender shall be submitted in two parts in original i.e., Part-A and Part-B.

**a) Part-A** : The Part-A cover shall contain the Technical Bid and superscribed on the envelope as –Technical Bid- Part-A- –Tender for **"The feasibility to establish Aquaculture Parks in the State"**. On the Part-A cover, the Name and Address of the tenderer shall be written and sealed.

**b) Part-B** : The Part-B cover shall contain the Price-Bid-superscribed on the envelope as –Price Bid Part-B –Tender for **"The feasibility to establish Aquaculture Parks in the State"**. On the Part B Cover, the Name and Address of the tenderer shall be written and sealed.

Both the covers i.e., Part- A and Part-B shall be put in a separately in another envelope super scribing thereon **"Tender for the feasibility study to establish Aquaculture Parks in the State"** and the Name and Address of the tenderer shall be written on that envelope and it shall be sealed

**c) Part A- Technical Bid**

A technical proposal **not exceeding 10 pages** (in a sealed envelope clearly marked –Technical bid) containing:

- a. An understanding and interpretation of the TOR.
- b. Methodology to be used in undertaking the assignment.
- c. Time and activity schedule.
- d. Evidence of relevant experience related to the assignment.
- e. Curriculum vitae of the staff to undertake the assignment

**d) Part B- Financial Bid**

A financial bid (sealed in a separate envelope clearly marked –Financial Bid) including the detailed breakdown of costs and fees as follows:

- a) Staffing billing rate plus overheads
- b) Travel and accommodation
- c) Report reproduction
- d) Taxes applicable and
- e) Any other related costs to be incurred by the consultant while undertaking the assignment
- f) Total cost involved in field visit, survey report submission etc., shall be considered for financial bid evaluation.
- g) Return address with complete details along with Pin code, shall be marked on the envelopes.

**e. Signing of Tender:**

- i. The tender document, its corrigendum, addendum shall be typed or written legibly in indelible ink and shall be signed in every page by the Tenderer or a person duly authorized to bind the Tenderer to the contract. All pages of the tender document shall be signed by the Tenderer or person authorized to sign the Tender with the seal.
- ii. Any alterations, corrections or overwriting in the Tender

document shall be treated valid only if they are authenticated by full signature of the person authorized to sign the tender.

**f. Submission of Formats**

Tender is to be submitted in duplicate copy enclosing all the formats I to VIII in the manner prescribed below

- i. Applicant's bid as per Form - I
- ii. Assignments of similar nature successfully completed during last 5 years as per Form - II
- iii. Work plan time schedule as per Form - III
- iv. List of experts / consultants on payroll as per Form - IV
- v. Curriculum vitae (CV) for proposed key Professional as per Form - V
- vi. Work program and Time schedule for key personnel as per Form - VI
- vii. Financial strength of the company as per Form -VII
- viii. Schedule of price bid as per Form- VIII

**g. Submission of documents to :**

The Director of Fisheries, 571, Integrated Office Complex for Animal Husbandry and Fisheries, 3rd floor, Nandanam, Chennai-600 035

**h. Deadline for submission of tender:**

Bids should be submitted **by 28<sup>th</sup> February 2020 upto 03.00 PM**

**20. Opening of Tender**

The Bids (Part A containing technical bid only) will be opened by the tender scrutinizing committee authorized by Director of Fisheries in his office at **3.30 pm on 28.02.2020**. After evaluation, the "Part B" envelope containing the detailed price bid of the technically qualified bids only will be opened. The Financial bids of the unqualified bidders will be returned back after finalization and award of the tender.

## 21. Evaluation of Bids

The financial bid will be opened only for the bids which has passed the minimum technical score of 70 in the evaluation of technical bid. The technical bid will be evaluated on the basis of its responsiveness to the Term of Reference. Quality and competence of the consulting service shall be considered as paramount requirement.

During the first stage participant's Technical bids will be examined against the following evaluation criteria:

<b>Sl. No.</b>	<b>Evaluation Criteria</b>	<b>Max. Marks</b>
1.	Back ground of the firm	20
2.	Qualification and experience of staff	30
3.	Experience of handling similar assignment	50
<b>Total</b>		<b>100</b>

In the second stage, the Financial bid shall be opened publicly in the presence of the bidder/ bidder's authorized representative (only two persons from one firm with proper authorization letter will be allowed). The name of the consultant, the scores, and the price quoted by each bidder shall be read aloud and recorded, when the Financial bids are opened. The financial bid of all firms/ organizations, which have qualified for the financial bid opening will be compared. The tender will be awarded to the firm/ organization which has offered lowest quote in the financial bid.

## 22. Negotiation

A negotiation will be held with the awarded consultancy firm/ organization, for further reduction in price quoted. The qualified bidder should furnish the detailed cost break-up and other clarifications required by the Department for the proposals submitted by him, as may be required to adjudge the reasonableness of his price proposals. After negotiation, the tender will be awarded and requested to submit

a bid security within 15 days of award of tender. Simultaneously, an agreement should be signed with Director of Fisheries in the specified format on submission of bid security.

**23. Conditions of Payment**

All payments shall be made on submission of pre-receipted bills by the consultants in quadruplicate for respective stages.

<b>Details of work</b>	<b>Payment</b>
On successful completion of field study, land details for land bank creation for 12 coastal districts.	20%
On submission of draft reports in hard bound copies and original in soft copy.	40%
On submission of final reports in hard boundcopies and original in soft copy.	40%

Note-TDS will be deducted as per norms.

**24. Letter of Acceptance:**

The Director of Fisheries shall issue the Letter of Acceptance to the successful Tenderer.

**25. Payment of Security Deposit :**

- a. The successful tenderers shall be required to furnish 5% of the tender value as the Security Deposit a guarantee for the performance of the Contract in the form of Demand Draft payable in favor of Director of Fisheries. **Within 15 days** from the date of issue of Letter of Acceptance. Failure of the successful bidder to furnish the security deposit shall constitute sufficient grounds for cancellation of the award and forfeiture of the EMD. No exemption will be allowed towards payment of Security Deposit under any circumstances.



- b. The Security Deposit shall be released to the Contractor after the performance of the Contract in full without deficiency or default and to the entire satisfaction of the Department of Fisheries. The Security Deposit so held by the Department of Fisheries, shall not earn any interest till it is released to the Contractor. The release of the Security Deposit is subject to the forfeiture clauses in the Tender Document.
- c. The Security Deposit shall be forfeited if the Contractor fails to execute the agreement within the stipulated time or fails to perform the contract or part of the contract. The Security Deposit shall also be liable for forfeiture for violation of any of the tender conditions

## **26. Execution of Agreement**

The successful Tenderer shall execute the Agreement with Director of Fisheries for the fulfillment of the Contract on a Non-Judicial Stamp Paper to the value of Rs.100/- (Rupees One Hundred only) within 15 days after the award of tender and during the submission of bid security. The Agreement shall be part and parcel of the Contract and binding on the Department of Fisheries and the Contractor. In case of any difference or contradiction in the recitals in the Tender Document, and the Agreement, the recitals in the Agreement shall prevail over those in the Tender Document. In case the successful tender fails to execute the agreement as prescribed within fifteen days, the Earnest Money Deposit (EMD) shall be forfeited and his tender will be held as non responsive.

## **27. Penalty**

Failure to execute the entire contract within the stipulated time from the date of issue of order & agreement , will attract a penalty of 1% per week, on the full value of the contract upto a maximum of 5% for a period of one month. Delays beyond this

period will result in cancellation of the tender award and blacklisting of the individual firm/company partnership/ proprietorship firm/ consortium.

## **28. Interpretation**

If any question / doubt arise with reference to the interpretation of any provisions of the Tender Document, the decision of the Department of Fisheries shall be final and binding.

## **29. Other Conditions:**

1. The Director of Fisheries reserves the right to accept any proposal or reject all proposals.
2. Technical evaluation will precede financial considerations.
3. Any form of canvassing will lead to automatic cancellation of the bid.
4. Only the awarded bidder will be contacted for further consideration.
5. No communication will be entertained with unqualified bidders.

## **30. Condition under which Tender is issued:**

The Department of Fisheries reserves the right to withdraw tender and or vary any part thereof at any stage. Department of Fisheries further reserves the right to disqualify any applicant, should it be so necessary at any stage without assigning any reasons thereof.

## **31. Enclosures**

1. Terms of Reference.(Annexure I)
2. Supplementary Information to Consultants (Annexure II)
3. Draft contract under which service will be performed (Annexure III)
4. Formats (Annexure IV)

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## **ANNEXURE -1- TERMS OF REFERENCE**

### **1. Introduction**

Shrimp and its allied activities are a priority area of the Government of India as it provides huge rural employment opportunities and export earnings to the Country. Shrimp exports from India earn over 30,000 crores annually in foreign exchange and employs close to two million people across India.

Marine exports from Tamil Nadu for the year 2017-18 is 1,16,664 MT valued at Rs.5420.30 crores in which prawn is a major contributor. The state aims to expand the Brackishwater Aquaculture sector in all the coastal districts. Therefore the feasibility study for establishing Aquaculture parks in the potential sites of Tamil Nadu is envisaged in this project.

### **2. Project Objectives**

The appointed Consulting agency should design and use appropriate methodology

1. To undertake feasibility studies on developing brackishwater aquaculture in the coastal districts of Tamil Nadu
2. Identifying high potential zones with requisite hydro biological and physic chemical parameters for undertaking brackishwater aquaculture as per the prevailing act and rules.
3. To record the revenue department land details of the unutilized waste fallow lands that are suitable for aquaculture and to be grouped as different clusters in each district.
4. To create a land bank (details of potential land) in each coastal district with particulars such as extent of land available in each cluster, present usage, ownership, land classification with revenue survey numbers.

5. The existing shrimp farms to be grouped as clusters and indicate the number of farms, total hectare developed and layout of each clusters. The essential infra structure requirement for each cluster to be provided.
6. The potential area to be mapped with, revenue details and site suitability to be included and to be made available as real time data and linked with the departments website for the benefit of the users
7. Creation of a roadmap to coastal Aquaculture Development in each district with necessary infrastructure facilities required and for the state to develop in a phased manner.

### **3. Scope of Work**

- a. Considering the present land use, extent of utilization of resources, carrying capacity of the source water bodies and site specific water quality parameters, the potential sites suitable for brackishwater aquaculture to be identified in each coastal district.
- b. The feasibility of taking up brackish water aquaculture in the clusters to be analyzed by consultant.
- c. Under each coastal district, the available land to be grouped as clusters viz., High Potential Cluster (HPC), Medium Potential Cluster (MPC) and Low Potential Cluster (LPC).
- d. The cluster to be named after the revenue village for easy identification.
- e. Each cluster to be shown in a revenue map indicating the total extent of land available, with boundaries, nearest water source, the type of land utilization in the boundaries.
- f. The revenue map to have the survey numbers of that full area, land classification as per revenue records, present utility of land, ownership of the land with survey numbers.
- g. The patta land and Government land to be marked separately.
- h. District aquaculture land bank to be created and made available in the form of layout / map and in data sheet.

- i. For each cluster, based on the extent of area available and number of farms that can be established, a layout to be designed with sustainable ecofriendly shrimp farming concept.
- j. The essential infrastructure facilities required to develop the cluster viz., common water intake & drainage facility reservoir, ETP/EMMP, Electricity requirement, roads, Pre Processing facility, Laboratories, to be identified.
- k. The potential area to be mapped with, revenue details and site suitability to be included and to be made available as real time data and linked with the departments website for the benefit of the users.
- l. The phased development plan of each cluster/ coastal district will be outlined.
- m. The feasibility report shall include different conceptual models of Brackishwater Aquaculture Park with all required infrastructure facilities – analyzing the development regulation to make it a sustainable model.
- n. The selected consultant to provide Project Management Consultancy (PMC) and identify a suitable promoter till the establishment of one Aquaculture Park.
- o. A Detailed Project Report (DPR) should be prepared and submitted with suitable estimates, drawings for the establishment of aquaculture park in minimum 3 coastal districts.
- p. Identify suitable funding agencies, provide the list of clearances to be obtained from different agencies / Government departments and provide the guidelines and stage at which clearances to be obtained.
- q. Provide the best technologies and Good Management Practice for establishing and operation of an aquaculture park, provide monitoring system for practicing the safety and hygienic aspects in accordance to the existing Acts, Rules & Regulations which are in force.
- r. To make presentations at all levels in the Government till the establishment of aquaculture park.

- s. To submit a miniature model of the aquaculture park along with the final report and a 3D animated short film explaining the facilities and operation of the aquaculture park.

The Department has already undertaken Resource mapping of Brackishwater aquaculture in six districts Viz., Cuddalore, Villupuram, Thanjavur, Thiruvarur, Pudukottai, and Thoothukudi in coordination with CIBA. This study has identified the existing shrimp farm areas and has given the available extent of area that can be used for aquaculture purposes. However, the feasibility for developing coastal aquaculture need to be studied. The study undertaken by CIBA will form the basis for conducting the feasibility study.

In order to take up the feasibility studies in the coastal districts of Tamil Nadu and to take up the activities as per the strategies mentioned above, the consultant has to undertake feasibility studies within a period of six months. The main work of the consultant would be to classify potential areas, group them into clusters, and develop a road map for coastal aquaculture development in state with requisite infrastructure facilities.

The information of land bank, clusters in coastal district, extent of area available for development will be provided as real time data using software professionals and further linked to the departments website for the use of the public facilitating expansion of shrimp farming to provide easy access of potential aquaculture land with interrelated details in a touch of a finger from any location.

The information from district level to be processed for macro level planning of aquaculture development with the provision for updating the information at intervals in an accurate manner.

#### **4. Staff Pattern of the consultancy Firm**

Team leader and team members of the consultancy firm should be familiar with the objectives of the study and their role in it. The tasks undertaken by each team member should be well defined like collection of

Data, Data Management, Use of data, Processing of Data, Reporting and related works.

The consultancy firm should have the following key persons for implementation apart from other field and administrative staff.

1. Data collectors/ mapping personnel
2. Draughtsman for layout preparation
3. Expert personnel in identify potential areas and infra structural requirements, creation of road maps.
4. Software personnel to link real time data in department website.

## **5. Data Processing and report Generation**

- a) Data analysis is an important session in which proper methods to be followed which has to be discussed with the Fisheries Department.
- b) In each and every stage of study, the firm should discuss with the officials and take the Department officials on site visit for each district to obtain a accurate information.
- c) Coordination with the coastal districts ADFs looking after brackish water Aquaculture activities should be made.
- d) Draft report should be submitted before finalization
- e) Final report should be submitted with all relavant documents

## **6. Deliverables**

The Consultant is expected to produce the following key outputs

- An inception report
- Action plan for six months with methodology of study by presentation.
- District wise feasibility report for establishment of aquaculture parks with land details, maps, layout drawings and required infra structure facilities.
- State feasibility report on the number of Aquaculture parks to be developed in the suitable districts.
- A road map for the Aquaculture development in the state which can

be taken up in the phased manner.

- Make a presentation on the draft reports, consultation with the department and finalise the feasibility study report.
- Conduct a workshop to the staff of the department, to enlighten the findings of the feasibility study.
- For each coastal districts 10 Number hard and soft copies of final report, perfectly bound copies containing elaborate information, maps, layouts, infra structure facilities and summary of the district report (with appropriate colour prints where ever necessary).
- Twenty number of hard and soft copies of state feasibility report ion aquaculture park containing elaborate information, maps, layouts, infra structure facilities and summary of the state report (with appropriate colour prints where ever necessary)
- The feasibility report should be linked to the Department's website with all data.

## **7. Duration of the Assignment**

The project period is six months. The study is expected to begin during March, 2020 and the draft report should be submitted in the 1<sup>st</sup> week of September,2020

The consultant will be responsible for the overall management of the assignment and the production of the final report.

## **8. Reporting**

The Consultant will report to the Director of Fisheries or the officials authorized by the Director of Fisheries. Fortnightly updates on progress must be sent to the Director of Fisheries and should meet the Director of Fisheries and appraise whenever called for.

The director of Fisheries / The department of Fisheries will be the sole owner of this study report and no part or the entire report shall not be published without the consent of the Department, not to be reproduced or provided to any other person/ Firm/ Institution.



## **ANNEXURE - II**

### **SUPPLEMENTARY INFORMATION FOR CONSULTANTY**

Proposals should include the following information:

#### **A) Technical Proposal**

- (i) A brief description of the firm/organization and an outline of recent experience on assignments/ projects of similar nature executed during the last 5 years in the format given in Form F-2.
- (ii) A description of the manner in which consultant would plan to execute the work. Work plan time schedule in Form F-3 and approach or methodology proposed for carrying out the required work.
- (iii) The composition of the team of personnel which the consultant would propose to provide and the tasks, which would be assigned to each team member in, Form F-4.
- (iv) Curriculum Vitae of the individual key staff members to be assigned to the work and of the team leader who would be responsible for supervision of the team. The curriculum vitae should follow the attached Format (F-5) duly signed by the concerned personnel.
- (v) The consultant's Work program and time schedule for key personnel in Form No.F-6.

#### **B) Financial Proposal**

- (i) The financial proposal should include the Schedule of Price Bid in Form No.F-8 with cost break-up for the work program.
- (ii) Two copies of the proposals should be submitted to Director of Fisheries, Chennai

- (iii) Contract Negotiations - The aim of the negotiation is to reach an agreement on all points with the consultancy firm/organization and initiate the draft contract by the conclusion of negotiations.
- (iv) Contracts with Team Members - Bearing in mind that rates are negotiable, firms are advised against making firm financial arrangements with prospective team members prior to negotiations.
- (v) Nomination of Experts - Having selected a firm partly on the basis of an evaluation of personnel presented in the firm's proposal, Director of Fisheries, Chennai expects to negotiate a contract on the basis of the experts named in the proposal and, prior to contract negotiations, will require guarantee that these experts shall, in fact, be made available for the assigned work. As the expected date of mobilization is given in the letter inviting proposals, the Director of Fisheries will not consider any alteration after contract negotiations, except in cases of unexpected delays on the starting date or inability of an expert for reasons of health, leaving the firm. The desire of a firm to use an expert on another project shall not be accepted for substitution of personnel.
- (vi) Review of reports - A review committee (to be restricted to three members) consisting of officers authorized by the Director of Fisheries, Chennai will review all reports of consultants (inception, progress, intermediate and draft final) and suggest any modifications/changes considered necessary within 15 days of receipt.

### **ANNEXURE III**

#### **Consulting Services. Draft Letter of Contract for Study the feasibility to establish aquaculture Parks in the State" carried out by Consultants**

Subject: (Name of Assignment) (Name of Consultant)

1. Set out below are the terms and conditions under which (Name of Consultant) has agreed to carry out for (Name of Client) the above-mentioned assignment specified in the attached Terms of Reference.
2. For administrative purposes (Name of responsible staff of Client) has been assigned to administer the assignment and to provide [Name of Consultant] with all relevant information needed to carry out the assignment .
3. The services will be required in (Name of Project) for about days/months, during the period from \_\_\_\_ to \_\_\_\_ .
4. The (Name of Client) may find it necessary to postpone or cancel the assignment and/or shorten or extend its duration. In such case, every effort will be made to give you, as early as possible, notice of any changes. In the event of termination, the [Name of Consultant] will provide the (Name of Client) with any reports or parts thereof, or any other information and documentation gathered under this Contract prior to the date of termination.
5. The services to be performed, the estimated time to be spent, and the reports to be submitted will be in accordance with the attached Description of Services.
6. This Contract, its meaning and interpretation and the relation between the parties shall be governed by the laws of Government of Tamil Nadu
7. This Contract will become effective upon confirmation of this letter on behalf of (Name of Consultant) and will

terminate on, or such other date as mutually agreed between the (Name of Client) and the (Name of Consultants).

8. Payments for the services will not exceed a total amount of Rs.---

The (Name of Client) will pay (Name of Consultant), within 30 days of receipt of invoice as follows:

<b>Details of work</b>	<b>Payment</b>
On successful completion of field study, land details for land bank creation for 12 coastal districts.	20%
On submission of draft reports in hard bound copies and original in soft copy	40%
On submission of final reports in hard bound copies and original in soft copy	40%

The above remuneration includes all the costs related to carrying out the services, including overhead and any taxes imposed on [Name of Consultants.]

9. The [Name of Consultants] will be responsible for appropriate insurance coverage. In this regard, the [Name of Consultants] shall maintain workers compensation, employment liability insurance for their staff on the assignment. The Consultants shall also maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damages, costs, and charges and expenses for injury to any person or damage to any property arising out of, or in connection with, the services which result from the fault of the [Name of Consultants] or its staff. The Name of Consultants shall provide the Name of Client with certification thereof upon request.

10. The [Name of Consultants] shall indemnify and hold harmless the

(Name of Client) against any and all claims, demands, and/or judgments of any nature brought against the (Name of Borrower) arising out of the services by the [Name of Consultants] under this Contract. The obligation under this paragraph shall survive the termination of this Contract.

11. The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
12. All final plans, drawings, specifications, designs, reports and other documents or software submitted by the [Name of Consultants] in the performance of the Services shall become and remain the [property of the Client. The Consultants may retain a copy of such documents but shall not use them for purposes unrelated to this Contract without the prior written approval of the Client.
13. The Consultant undertake to carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment, and to ensure that the staff assigned to perform the services under this Contract, will conduct themselves in a manner consistent herewith.
14. The Consultant will not assign this Contract or sub-contract or any portion of it without the Client's prior written consent.
15. The [Name of Consultants] shall pay the taxes, duties fee, levies and other impositions levied under the Applicable law and the Client shall perform such duties, in regard to the deduction of such tax, as may be lawfully imposed.
16. The [Name of Consultants] also agree that all knowledge and information not within the public domain which may be acquired

during the carrying out of this Contract, shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the (Name of Client) written permission.

17. Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with Arbitration & Conciliation Act 1996.

Place:

Date:

**(Signature of Authorized Representative  
On behalf of Consultant)**

**Authorized**

**(Signature & Name of the Client's Representative)**

**ANNEXURE IV – FORMATS FORM F-1**

From

To

The Director of Fisheries,  
Department of Fisheries,  
3<sup>rd</sup> Floor, Integrated office  
complex for Animal  
Husbandry and Fisheries,  
Nandanam,  
Chennai-35

Sir,

**Sub: Hiring of Consultancy services for -----of Reg.  
Ref : Tender advertisement no. 10891/Q1/2019.  
Dated.14.02.2020**

I/We ----- consultant/consultancy  
firm/organization herewith enclose Technical and Financial  
Proposal for selection of my/our firm as consultant for — —  
— — — —.

We undertake that, in competing for (and, if the award is  
made to us, in executing) the above contract, we will strictly  
observe the laws against fraud and corruption in force in  
India namely –Prevention of Corruption Act 1988.

Yours faithfully,

Signature : -----

Full name: -----

Address: -----

(Authorized Representative)

**FORM F-2**

**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST 5 YEARS**

1. Brief Description of the Firm/ Organization:
  
2. Outline of recent experience on assignments of similar nature:

Sl. No.	Name of assignment	Name of project	Owner or sponsoring authority	Cost of assignment	Date of commencement	Date of completion	Was assignment satisfactorily completed
1	2	3	4	5	6	7	8

Note: Please attach certificates from the employer by way of documentary proof. (Issued by the Officer of rank not below the rank of Head of the Institution or equivalent.)



**FORM F-3**

**WORK PLAN TIME SCHEDULE**

**A. Field Investigation**

Sl. No.	Item	Month wise Program					
		1st	2nd	3rd	4th	5th	6th

**B. Compilation and submission of reports**

1. Inception Report :
2. Interim Status Report :
3. Draft Final Report :
4. Final Report :

**C. A short note on the line of approach and methodology outlining various steps for performing the study**

**FORM F -4**

<b>List of experts on payroll</b>				
S. No	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				
4.				
5.				
6.				

Signature of the applicant

Stamp& Date:

Full name of applicant:

**FORM F-5**

**FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED  
KEY PROFESSIONAL STAFF**

1. Proposed Position :
2. Name of Firm :
3. Name of Staff :
4. Profession :
5. Date of Birth :
6. Years with Firm/Entity :
7. Nationality :
8. Membership in Professional Societies :
9. Detailed Tasks Assigned :

**Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]*

**Education:**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last five years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

**Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]*

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

**Place:**

**Date:**

***[Signature of staff member and Authorized Representative of the Firm]***

**Day/Month/Year:**

**Full name of staff member:**

**Full name of the Authorized Representative:**

**FORM F-6**

**WORK PROGRAM AND TIME SCHEDULE FOR KEY PERSONNEL**

Name	Position	MONTHS						Number of months
		1	2	3	4	5	6	

**Reports Due/Activities and Duration**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Field Full Time \_\_\_\_\_

Part Time Reports Due \_\_\_\_\_

Activities Duration \_\_\_\_\_

**Form F-7**

<b>Financial Strength of the Organization</b>					
S.No	Financial Year	Whether profitable Yes/NO	Annual net profit (Rs. in Crore )	Overall annual turnover (Rs. Crore )	Annual turnover from only Consultancy services rendered in India (Rs. in Crore )
1	2016-17				
2	2017-18				
3	2018-19				

Note: Please enclose auditor's certificate in support of your claim.

Signature of the applicant :

Full name of applicant:

Stamp & Date:

**FORM : F8 - SCHEDULE OF PRICE BID**

**NAME OF THE PROJECT:**

Sl. No.	Items	Amount	
		In figures	In words
1.	Consultancy services for		
2.	Consultancy Service Tax @--%, GST and all other applicable taxes in force.		

Signature of the applicant:

Stamp & Date :

Full name of applicant:

**Sd/- xxxx  
Director of Fisheries**